

## **APPROVED MINUTES**

### **Adult Education Advisory Committee**

**May 10, 2006**

**Utah State Office of Education**

**Room 241 - 10:00 a.m. - 1:00 p.m.**

**Present:** James Andersen, Herb Clark, Suzette Hudson, Leo Gonzales, Wayne Mifflin, Marilyn Nunez, Paula Oakey, Russ Thelin, Sandi Grant, Marty Kelly and Carolyn Johnson (Secretary)

**Excused:** Nancy Birchell, Cindy Krueger, Edie Mitko, Norman Nakamura, Nate Southerland, Gary Wixom, Jeff Galli and Shauna South

#### **Welcome:**

Paula welcomed everyone in attendance, and introduced the two new people who were in attendance. Leo Gonzales was attending for Edie Mitko, and Russ Thelin indicated he will be attending on a regular basis and replacing Don Uchida.

#### **Approval of Minutes:**

The minutes of **April 12, 2006** were reviewed and Herb Clark made a motion to approve the minutes as corrected. Suzette Hudson seconded the motion and the motion passed.

#### **ADVOCACY (Letter to legislators and adult education supporters - Paula)**

Paula mentioned she had some good responses and suggestions to the letter that Nate wrote as she passed around the latest draft. She also mentioned that Marilyn Nunez had suggested putting the Adult Education Advisory Committee website on the letter, and that Marty had advised her to make sure the letter focused on "adult learners." The committee reviewed the draft together and the following items were addressed below:

- Change the word diploma in the first paragraph to certificate.
- Take the bold off adult learners in the second paragraph.
- Add a sentence in the 2nd paragraph to read: "Additional recommendations are found on pages 163 to 165."
- Change part of the last sentence in paragraph two to read: "applaud your foresight in funding Salt Lake City School District as well as numerous programs in 39 additional school districts across the state."
- Put Adult Education in front of Advisory Committee in the header and at the bottom after the signature.
- Add "%" of P.O. Box 144200 at the bottom of the letter.
- Take out Utah State Board of Education in the header since the committee does not represent them.

After the recommendations were made, the committee felt the letter would be ready to send with the book and a roster of the committee to the following people: Pamela Atkinson, Senator Howard Stephensen, Representative Greg Curtis, John Dougall, Gordon Snow, Deputy of Education, Christine Kearl, and a carbon copy to Superintendent Patti Harrington. James Andersen offered to mail the packets when they were ready to go.

## **OTHER BUSINESS (Membership open positions - Article III - Marty)**

Marty referred to the By-Laws indicating they clarified when officer's terms begin and when they end and felt that since Herb was recently elected Chair-Elect there might be some concern as to how long his term should run since it should have started in January. It was the consensus of those present that his term could be considered as if he were elected in January and become Chair January 2007, Paula then would become Past-Chair, and a new Chair-Elect should be put in place at that time.

It has also been a concern that Mary Ann Parkinson has represented Business and Industry but has only attended one meeting since January, and Edwin Espinel has represented Member at Large and has only attended one meeting since January. In the By-Laws, ARTICLE VI, SECTION 2 it states: ***Two consecutive or three total unexcused absences of a member from regular Committee meetings shall result in an automatic request from the Committee to the Utah State Board of Education to name a replacement.*** To be in compliance with the By-Laws, there was discussion that the following positions should be filled:

- PTA (Sandi offered to get in touch with Barbara Smith for a name.)
- Business and Industry (previously represented by Mary Ann Parkinson) - Russ offered to check with someone he knew at Delta.)
- Member at Large (previously presented by Edwin Espinel)
- Statewide Adult Education Association (Cindy's term expires in December, Sandi offered to talk to UAACCE or Mountain Plains.)
- Superintendents

Marty reminded the committee of the two positions that will be expiring in December, Marilyn Nunez, representing Community- or Faith-Based Organization and Nancy Birchell, representing Adult Education Directors. A question was raised as to whether or not these two individuals could reapply with a letter of intent. The adult education position is an exception because that position is supposed to be elected by the directors which would happen at the December's meeting. However, if there is not a December meeting scheduled, it would happen at the June meeting.

It was suggested to readdress this item in August, and make sure those who may want to reapply for the positions receive letters in August due to the amount of time the process takes for approval.

Marty passed out pages for the manual that were left out along with fact sheets.

## **UBSCT**

Marty met with Superintendent Harrington and Mary Shumway. Adult Education will only be able to do UBSCT twice a year, October and February, (just like K-12). The programs will have to work with their district administration as to when the adults will be assessed. It was agreed that if the adults pass the GED it will count as passing the UBSCT, and the students would receive a "happy face" diploma verses one that said "you failed UBSCT three times." (Note: Since this meeting, the GED option has not been approved for use but may be written into Board Rule.) UBSCT guidelines say anyone out of the secondary program for five years or longer are exempt from taking UBSCT. So anyone in the class of 2007 who are not in a secondary program in five years would not have to meet UBSCT standards. (Class of 2012.) There is a concern how it will be operated in prisons and institutions, and for the dropout students,

Marty was asked to prepare a "stat" report in August to show what happened over the summer with kids coming out of K-12, if there is a fall out of those that failed the UBSCT and are in need of a new diploma, or those that have a certificate completion and have the opportunity to have a new diploma. The most troubling thing is holding our clients to testing only two times a year.

Marty indicated that most of this information is out on the assessment website, and unless there is "burning" feedback this information will stand as it is.

## **PUBLIC RELATIONS -**

### **a. (PSA Subcommittee Report -Paula)**

Paula reviewed a handout that was printed from a result of a subcommittee meeting held at the State Office with James Andersen, Cindy Krueger, Jeff Galli, Marty Kelly, Paula Oakey and Nate Southerland regarding the production of a public service announcement for adult education. Paula took note of what had been discussed and addressed those items with the Advisory Committee. Her **2nd item** involved a **website for viewers to go to**, however, Marty indicated at this point in time the programmers had been inundated with the MIS system and until it was completed they would not be able to get a link in the website. (Copies of the handout will be available at the next meeting for anyone who needs one.)

Paula emphasized that everything they plan to do in the PSA has to be "scripted," approved and reduced down to 30 seconds and then they can choose from that what will go into the PSA. They will be filming May 25th. James indicated they had a student to film and interview who would be graduating on the 30th. He also said that Representative Jim Matheson would be speaking at their graduation and comment was made that he is an advocate for adult education. It was suggested he might be a good one to ask to write a letter to the legislature in support of adult education.

Marty showed an example of what the adult education posters will look like that are on disk and ready to be taken to Kinko's for production. They will be 18 X 24 and provide space at the bottom (in white) for each program to put their on information for contact purposes.

*(It was mentioned the PSA will be paid out of a pot of money for \$3,500?)*

### **b. (Free 1/2 hour television show report future -Paula)**

Paula talked to the individual who is running this feature and he indicated he will be doing it again in six to eight months. Depending on what is going on with the committee, Paula indicated it might be something they would like to be prepared for when the time came around again. Edie was originally contacted with the information, and Paula asked if the committee wanted to address this item at this time. Marty suggested waiting until the parameters were available.

A question was asked about what the report consisted of and Paula clarified that the company offers services for free, would have the committee put a list of questions together and do an interview on TV. The questions would be designed to educate viewers about adult education services and successes. (The committee was interested last time in participating but the two-week time frame for preparation was an issue.) If the committee chooses to participate in the future, Paula expressed a desire to be prepared and have something to pull from. Herb mentioned free public relations are always good provided there is time that the finished product will be good quality. Paula mentioned the possibility of including something from the PSA.

It was suggested that for some of the questions we need to get the CBOs and school districts, in terms of access and variety of programs, verses those programs in large suburban and urban areas. By getting in touch with Wayne Mifflin and possibly Kate Diggins, they might have a different list than what Cindy came up with. (Cindy's list was excellent also and they could all be combined for variation.)

This item concluded with the consensus that it should be continued when more people were in attendance and that **it would be back on the next month's agenda.**

**c. (Report on Website link and 1-800 # Marty Kelly)**

Paula indicated that Marty had already told the committee there would not be a 1-800 number and website link. It would be delayed and addressed as it progresses.

**CELEBRATING ADULT EDUCATION**

**a. Best way to collect and store success stories**

The celebrating of adult education is an ongoing agenda item; we had some excellent stories last week. The committee had previously talked about students sharing two paragraph stories and collecting and putting them together in a binder, (also getting them on the computer). Paula wanted to know if there was a better suggestion to collect them and have immediate access to them when needed. Paula also mentioned that a picture to go along with a story would be great.

James reminded the committee about a legislative project that took place three years ago that involved Granite, Jordan, Salt Lake and Summit School Districts was very difficult to get it completed. Comment was made that the committee could use them as a source to draw from if they were maintained in a notebook.

Marty indicated we could work on tying the success stories to the grant applications, but for this year they could be turned in with everything else. It was agreed to keep the stories at the State Office.

James commented he had noticed a book on a pedestal in some of the high schools (easy accessible to the public) to look through. Additional suggestions were a single sheet of highlighted stories of students, or postcards of a person and their accountabilities.

**OPEN PATHWAYS - WEEDA REPORT - Suzette Hudson**

Suzette summarized that her meeting had involved discussion of the common measures between adult education and workforce services and how they were going to find the out-of-school youth. She indicated they will be allocated 70 percent of the Workforce Invested Act funding (whatever amount that will be for out-of-school youth.) She indicated she is still working on tasks, goals and dates and will be contacting subcommittee members by email with an action plan.

Suzette also reviewed the Central Region Collaboration Committee meeting that involves Salt Lake, Jordan, Tooele School District Adult Education Directors and Workforce Services Specialists headed by James Andersen as Director. She indicated the major topics discussed were how the employment centers and nearest directors and programs were working together, how the training for the workforce service's counselors was going, and how the process of referrals was working out. She reminded everyone the whole idea of collaboration is to make sure the customer does not get lost between the workforce service's counselors and the adult education directors. The employment counselors are required to track and monitor progress, and the adult education directors are supposed to provide reports for TABE tests, suggestions where the student is, and the likeliness of his/her success in certain areas. Suzette mentioned there are a few training challenges, and a need for on-going training to keep the new employment counselors current with the necessary skills.

Suzette would like to see a replication of the same efforts in other regions of the state. Her next activity would be to encourage the managers and directors in the northern region to meet and figure out what works best for them and to design a pathway that will benefit the customers.

Marty interjected that it was important that adult education is represented on the regional councils, and that it is critical to have that "pathway."

## **Lunch**

### **Agenda Items**

Several items from the May agenda were moved to the June agenda due to the small attendance.

- 1/2 hr show
- PSA
- Recruitment of New Members
- Collaboration in general in lieu of the fact the WEEDA meeting is not until July 11th. (Suzette said she would be glad to address this item.)

UBSCT was discussed further involving a lot of various scenarios and questions to alleviate confusion regarding what adult education students might be facing down the road.

### **Adjourn**

The next meeting will be held **Wednesday, June 14th at 10 a.m.** in the South Board Room. No motion was made to adjourn.